

UHMIS USER AGREEMENT

PRINT NAME _____ AGENCY _____

JOB TITLE _____ EMAIL OR PHONE _____

Section I

PURPOSE OF POLICIES & PROCEDURES FOR DATA IN UHMIS (UTAH HOMELESS MANAGEMENT INFORMATION SYSTEM)

PURPOSE

The purpose of this agreement is to: 1) ensure that information collected as part of UHMIS will affirm the basic right of clients to have the confidentiality of their information protected; 2) establish directions for the release of confidential information; 3) cite ethical/legal exceptions to the right of confidentiality; and 4) create procedures to ensure client confidentiality while providing for the exchange of information necessary for continuity of care.

Section II

USER POLICY, RESPONSIBILITY STATEMENT, & CODE OF ETHICS

USER POLICY

At the discretion of the UHMIS Partner Agency, information for provision of services to homeless persons may be shared through a networked infrastructure that establishes electronic communication among the Partner Agencies.

Partner Agencies shall at all times have rights to the data pertaining to their clients that was created or entered by them in UHMIS. Partner Agencies shall be bound by all restrictions imposed by clients pertaining to the use of personal data. The UHMIS Client Consent must be signed in order for identifying information to be shared with Partner Agencies. Partner Agencies bound by HIPAA or 42 CFR are expected to develop and administer appropriate consent and Notice of Privacy Practices documentation in compliance with all appropriate State and Federal regulations.

Minimum data entry on each Client shall consist of the Universal Data Elements as defined in Federal Register July 30, 2004 Homeless Management Information Systems (HMIS); Data and Technical Standards Final Notice. This standard is subject to modification by State and Federal policymakers. Data necessary for the development of aggregate reports of homeless services, including services needed, services provided, referrals and Client goals and outcomes should be entered to the greatest extent possible.

The Utah HMIS is a tool to assist agencies in focusing services and locating alternative resources to help homeless persons. Therefore, agency staff shall only use the Client information in UHMIS to target services to the Client's needs.

USER RESPONSIBILITY

Your User ID and password give you access to UHMIS statewide. Initial each item below to indicate your understanding and acceptance of the proper use of your User ID and password. Failure to uphold the confidentiality standards set forth below may result in a breach of client confidentiality. By initialing below and by signing this form UHMIS Users are agreeing to uphold all confidentiality standards.

- _____ My User ID and password are for my use only and must not be shared with anyone.
- _____ I must take all reasonable means to keep my password physically secure.
- _____ I understand that the only individuals who can view information in UHMIS are authorized users and the clients to whom the information pertains.
- _____ I may only view, obtain, disclose, or use the database information that is necessary to perform my job, and which complies with client's signed permission to release information.
- _____ If I am logged into UHMIS and must leave the work area where the computer is located, I must log-off of UHMIS before leaving the work area. I will not leave a computer unattended that has the Utah HMIS "open and running".
- _____ I or my agency will keep hard copies of appropriate UHMIS information/documentation in a secure file. When hard copies of the Utah HMIS information are no longer needed, they must be properly destroyed to maintain confidentiality.
- _____ If I notice or suspect a security breach, I must immediately notify the Agency Administrator for UHMIS or the System Administrator (Utah Issues).
- _____ I will not in any way divulge, copy, release, sell, loan, revise, alter, or destroy any confidential information except as properly authorized within the scope of my job.

USER CODE OF ETHICS

- A. UHMIS Users must treat partner agencies with respect, fairness and good faith.
- B. Each UHMIS User should maintain high standards of professional conduct in the capacity as a UHMIS User.
- C. The UHMIS User has primary responsibility for his/her client(s).
- D. UHMIS Users have the responsibility to relate to the clients of other partner agencies with full professional consideration.

I understand and agree to comply with all the statements listed above.

UHMIS User Signature

Date

Agency Director

Date

NOTE: The Agency Director must sign all User Policy forms for the agency's Utah HMIS Users.